

14 May 1954

- 25X1A9a Met with Messrs [REDACTED] of Logistics. Submitted samples of pressboard folder with plain tab and a 17 point folder.
- 25X1A9a Mr. [REDACTED] to arrange for a local representative to submit and discuss samples with Logistics and Records Management. Logistics to notify Records Management of the time, Thursday 20 May 1954, 10:00 A. M., Room 1609, Quarters I.

17 May 1954

- 25X1A9a Called [REDACTED] regarding heavy duty folder. He said a meeting was not necessary until we had reached a decision on what heavy duty folder would be standardized. He had already spread the word of such action and indicated that even if Records Management did not come up with a heavy duty folder, Logistics would stock a supply of the folder most commonly requested and approved. These would not be issued except on approval of Records Management.

20 May 1954

- 25X1A9a [REDACTED] of Logistics and Mr. [REDACTED] local representative of Y & E. Discussed standardizing of a heavy duty folder. Agreement was reached on a 17 point kraft folder with a $1\frac{1}{2}$ inch gusset.
- 25X1A9a Mr. [REDACTED] will order a quantity of 5000 and will advise Records Management when they are received.

21 May 1954

- 25X1A9a Mr. [REDACTED] Logistics called Mr. [REDACTED] At a meeting of DD/P Logistics officers he told them a heavy duty folder had been standardized. DD/P administration approved of this but questioned the need for justifying use of these folders.
- 25X1A9a PPK informed Mr. [REDACTED] that RMD will prepare a Notice on this folder and submit it for formal concurrence. A field notice will also be prepared regarding use of these items in field offices.

27 May 1954

- 25X1A9a [REDACTED] discussed 17 point sq. cut folder with [REDACTED] of 25X1A9a Procurement. Procurement objects saying this folder will satisfy no one and might take more time in purchasing.
- 25X1A9a Mr. [REDACTED] discussed with [REDACTED] considering using regular pressboard 25X1A9a folder with metal tabs in 3 positions as heavy duty folder. Advantages would be that such a folder is manufactured by most of the commercial concerns and should be easy to purchase. Also many offices request this type of folder which should eliminate some bickering.

25X1A9a

[REDACTED] requesting he stop the requisition for
17 point folders and set up a conference with Supply, Procurement
and RM.

Conference to be held ^{2 3} ~~2~~ or ~~4~~th of June.

[REDACTED] 25X1A9a